

These days everybody is using computers in their offices for productivity. 11
Typing speed is considered a major factor in productivity. User interface 22
features such as spell checker, auto complete and auto replace serve to facilitate 35
and speed up typing and to prevent or correct errors the typist may make. 49
Typing Speed is measured in Words per minute, commonly used in recruitment. 61
For the purposes of WPM measurement a word is standardized to five 73
characters or keystrokes. Therefore, fifth counts as one word, but fifteenth 84
counts as two. Coming to the main point, here are four easy tips for increasing 99
your typing speed. 103

One, position of your body is very important. This is the basic of learning 116
the typing skills. You have to sit straight with a comfortable height of the chair 131
from where you can see to your monitor. Your end of the palm must be grounded 147
to the end of the keyboard or surface where your keyboard is placed. Place your 162
fingers correctly on the keyboard. Never try to type with your fingertips or nails. 177

Two, placement of your hands should always begin at home row. Always 188
try to type with both hands. Many people try to type maximum letters on the 203
keyboard with single hand. This will slow down your typing speed terrifically. 215
Divide groups in the keyboard for both hands. Always use thumb of any hand 229
you prefer for the space bar. 235

Three, try to memorize the position of the keys and keep it in mind. It will 251
help you to type without looking at the keyboard. You can type with much more 266
speed without having to see the keyboard. It is very easy if you practice daily for 282
it. In the first few days let there be mistakes in your typing but don't look 298
towards keyboard, instead try to remember the keys. If you get use to it, you can 314
see much more progress in your typing speed. 322

Four, without practice no one can be a good typist. Try to give an hour 337
daily to practice sessions for typing. You can use any number of online tools to 352
practice typing. As with anything, practice makes perfect and typing is no 364
different. The more you practice, the faster and more accurate you will be. 377

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Source: <http://www.pcdrome.com/5-tips-to-increase-your-typing-speed/1370>